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Vision

"RFK, a school where you can engage in your chosen path towards secondary education or career in an environment that prepares, motivates, and supports you in partnership with your family."

Mission

"This year we will improve teacher and student performance through a supportive and responsible environment."

**Governance Council Meeting Minutes
Wednesday, March 18, 2015 5:30 PM**

Present: Robert Baade, Executive Director; Jennifer Cornish, President; Margie Lockwood, Vice President; Catron Allred; Ron Burton; Stacey Lagunas; Judy Bergs; Michelle Rentería, Secretary. Charlotte Ortega, Office/Business Manager, RFK School.

Guests: Rita Hirschy, Business Specialist, 21st Century Public Academy and employee with Albuquerque Public Schools; Phil Martinez, Welding Instructor; Horatio Torrez, Auto Body Instructor.

Absent: Fernando Ortega, Mike Perez.

Quorum established at 5:42 PM

Approval of Agenda

5:45 PM: Motion to Approve the March 2015 Agenda made by Ron Burton, 2nd Catron Allred. All vote in favor, none against. The Motion to Approve the March 2015 Agenda passed unanimously.

Approval of February 2015 Minutes

Four errors were pointed out in the February minutes which will be corrected. The amended minutes will be resubmitted.

5:50 PM: Motion to Approve February 2015 Minutes made by Ron, 2nd Catron. All voted in favor, none against. The Motion to Approve February 2015 passed unanimously.

Public Comment

On the agenda, the date for the minutes to be approved states 'February 2014', this will be corrected.

The guests at this meeting are: Rita Herschy; Phil Martinez; and Horatio Torrez.

Horatio Torrez operated his auto body business for many years. As an instructor at RFK Charter School, he aims to help students develop lifelong career skills as they may not have the option to go to college. He is affiliated with Albuquerque Interfaith, has a degree in agricultural engineering, and is involved in community gardening projects. Accordingly, he expressed interest in setting up

the community garden.

Phillip Martinez has nearly 40 years of experience in welding. He has worked with W&W Steel Co., is involved with the Iron Worker's Union, and is a certified welder and instructor.

Mr. Martinez has been teaching since 2003. He has been a welding inspector through the American Welding Society. Additionally, he instructs and certifies apprentices. He is an ornamental blacksmith and has, in the past, taught at the Central New Mexico Community College (CNM) welding lab. He is enthusiastic about teaching students who want to learn and to impart the knowledge he has gained.

These programs will commence after Spring Break. The instructors are in the process of acquiring teaching certification. Hopefully, the classes will begin over the summer. One aim is to incorporate this program with CNM so that college credit for degree certifications can be gained through completion of these courses. Both of these classes will be at night, and will be bilingual (English and Spanish).

Finance Report

Revenue Report: There are some new revenues to report and some of the RFRs requested last month came in, one of which is a large legislative reimbursement of about \$112,000.00. Last month, there were about \$203,000.00 outstanding RFRs as opposed to \$153,458.99 outstanding RFRs for this month.

Expenditure Report: A couple of BARs will be presented for approval. This month's available balance is \$539, 970.00. Next month, recently encumbered contracts will show up in the expenditure report.

Bank Reconciliation Report

All bank reconciliations are in balance and there are no variances. Everything ties back to the bank statement and balance sheet report. On the RFR Summary Report, the outstanding RFRs are listed at \$153,458.99. The big RFR pending is the Legislative Appropriations 14-1493 item (from Fund 31400).

6:17 PM: A Motion to Approve the February Financial Report made by Ron, 2nd Jennifer Cornish. All vote in favor, none against. The Motion to Approve the February Financial Report passed unanimously.

Disbursement Report

The Technology Integration Group item is the last half of a payment to Dell Computers. Rural Housing Inc. is the storage facility. The school has had a contract for about 12 years.

6:19 PM: Motion to Approve the Disbursement Report made by Ron, 2nd Margie Lockwood. All voted in favor, none against. The Motion to Approve the Disbursement Report passed unanimously.

BAR Approval

The following BARS were submitted to the governance council for approval:

- BAR 001-051-1415-0042-IB
- BAR 001-051-1415-0043-M

BAR 42-IB is the McCune Foundation award. This will be used for Saturday school and to pay select students to build a rammed earth wall for the front of campus. BAR 43-M is a maintenance BAR which moves funds out of salary into contract services in order to encumber the the auto body and welding instructors' contracts. Some funds were also moved into professional development and into 2500 function contract services. Since it is a maintenance BAR, if they are approved by the Governance Council they will not require PED approval.

6:21 PM: Motion to Approve BARs 001-051-1415-0042-IB and 001-051-1415-0042-IB made by Ron, 2nd Jennifer. All voted in favor, none against. The Motion to Approve BARs 001-051-1415-0042-IB and 001-051-1415-0043-M passed unanimously.

As Governance Council president, Jennifer Cornish needs to sign the form for the McCune grant.

Financial Indicators:

It is typical for indicators to be yellow in January. In addition, there were three pay periods this January. This, in addition to having to have certain percentages of select grants spent by certain dates, will burden the budget. The audit findings will remain in place until the school undergoes another audit.

Professional Services Contract

Mr. Baade is going to negotiate another contract with APS for certain staff member. He already signed agreement for the rest of the year which calls for parties to be on campus for three days and off two days for each week. This agreement will increase the current contract by \$18,000.00. Next year, the contract will total \$75,000.00. Stacey is currently contracting with RFK for three days a week but she is spending enough time at RFK to merit a full time contract. The director has specified that he doesn't want Stacey on campus all five days unless it's needed. Ideally, she (Stacey) would be on campus for three days and work for RFK at APS for two days out of the week.

It was mentioned that financial reports are of better quality now that APS staff prepare them. A question was asked about the audit findings; specifically, whether the school is on track to correct repeat audit findings. Finance Committee will do a review every month, and report to the Governance Council. Over-budget spending and cash receipts not being deposited within 24 hours are two audit findings being addressed. Despite petitioning to do so, an exemption to extend the cash receipt deposit deadline has not been granted to RFK.

Strategic Plan Revision Report

The Governance Council members working on the Strategic Plan revision are still refining it so that it may be more specific/concise than before. They are especially focused on the following questions in relation to the Strategic Plan: 'What is the Governance Council's part in this plan?-i.e. where the Governance Council and its duties fit in to the plan', and 'What does the Governance Council do to help the school achieve what is laid out in the Strategic Plan?'. Council members involved in the Strategic Plan revision are still working on it and will distribute a rough draft at the next board meeting. Some action items are in flux, and excessive detail is proving to be problematic, but it is imperative for the Governance Council's role in the Strategic Plan to be clarified. The Governance Council's responsibilities will be explicit in the revised Strategic Plan.

Executive Director Report

APS's annual performance review started today . The director met with Mark Tolley about various issues, including the Strategic Plan. A performance contract with the district needs to be in place by the end of May. The Strategic Plan goal should relate directly to this as well as the charter renewal. Judy Bergs reviewed the financials in relation to this.

PARCC testing started this week for the high school and is now finished for the middle school. There is no opt-out option for RFK students, but some students were kept home for the tests by their parents. Parents wishing to pull their children out on PARCC test days were required to meet with the director beforehand. He discussed the negative ramifications on the school's grade and teacher evaluations should their kid not take the exam. As a result, some parents ended up changing their mind and made their kids take the test. No RFK students were involved in anti-PARCC marches.

All facilities are now complete and there will be discussions on how to use them. There are concerns with the all-purpose facility in terms of its expanse and the possibility for deviant behavior to occur out of the sight of staff. Accordingly, additional staff may need to be hired. may need more staff to supervise the facility and the students using them. The auto body shop is also ready.

\$10,000.00 of the McCune Grant will be used for the Saturday school program. \$5,000.00 of the grant will be used for stipends for five students to build a rammed-earth wall on campus. Southwest Educational Partners in Training (SWEPT) received a \$10,000.00 grant as well. This is the first time RFK has received a McCune grant. The school also received a \$150,000.00 grant from the Legislature for the school farm.

The school is prepared to build the budget for next year. Next month, the Governance Council will receive training in budget issues. Two new education assistants for math have been hired, both are interested in becoming licenced teachers. On April 19th, Albuquerque Interfaith and RFK will host an event in the All Purpose Facility. Members of the Governance Council are invited to attend.

The May meeting will be held in the Old Armijo Building (the middle school site). Next month's meeting will take place on April 22nd at 5:00 PM for finance and budget training. Normal business will be very basic in scope. Members were advised to expect a longer meeting (two hours for training, plus the normal, albeit abridged, council business). During this meeting, the council will work on a draft budget. This budget and finance training will count for two out of the five hours required for governance councils.

7:03 PM: Motion to Adjourn made by Ron, 2nd Margie. All voted in favor, none against. The Motion to Adjourn passed unanimously.

Adjourn 7:03 PM.